



U.S. Department of State

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> Panama	<b>2. AGENCY</b> State	<b>3a. POSITION NO.</b> 97-435002
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.** ☐ Yes ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Recruitment Process

<b>5. CLASSIFICATION ACTION</b>	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Secretary, 120	FP-8	MM	5/21/08
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Secretary (ECON)	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> US Embassy	a. First Subdivision Economic Section
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  _____ Typed Name and Signature of Employee Date(mm-dd-yy)	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**

Incumbent provides office management support to Economic section.

**14. MAJOR DUTIES AND RESPONSIBILITIES****100% OF TIME**

Types in final, letters, telegrams, memoranda, Diplomatic notes and reports (to include EER) from written or typed drafts. Maintains and updates all mission and/or office lists and notices as required. May be called upon to take and transcribe minutes from meetings. Assemble data and draft certain mission and/or office reports and materials (such as, status reports, staffing pattern, input to MSRP, bios, briefing, conference reports, post profile, post report, etc.). Proofreads and edits all correspondence and materials to ensure proper format, accuracy and compliance with regulations. (See continuation)

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: High school diploma or GED is required.
- b. Prior Work Experience: A minimum of one year of secretary, clerical or administrative experience is required.
- c. Post Entry Training: Cable Express, handling and safeguarding of classified information training from RSO; T&A software and other applicable software training.
- d. Language Proficiency: Level IV (Fluent) Speaking/Reading/Writing English is required. Level I (Rudimentary) Speaking/Reading/Writing Spanish is required.
- e. Job Knowledge: Must be familiar with the mission's organization structure. Must possess a good working knowledge of U.S. Government practices, particularly in the office management field. Must have good knowledge of general office procedure.
- f. Skills and Abilities: Advanced level keyboard skill is required. Must have computer literacy on a variety of software applications (MS Word, Open-net and Internet). Must be able to organize routine data and maintain established procedures. Must be flexible. Must be resourceful and service-oriented in dealing with people.

## **16. POSITION ELEMENTS**

- a. Supervision Received: Receives supervision from the Chief of Section.
- b. Supervision Exercised: None
- c. Available Guidelines: Appropriate DOS regulations to include the FAM and FAH, along with post policies and guidelines, as well as office-specific SOPs.
- d. Exercise of Judgment: Use sound and independent judgment in responding to queries for information. Must prioritize and schedule tasks to ensure due dates are met.
- e. Authority to Make Commitments: None.
- f. Nature, Level and Purpose of Contacts: Daily contact with American and LES of various organizational levels.
- g. Time Expected to Reach Full Performance Level: Three months.

Continuation....

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

Receives and screens all incoming telephone calls and correspondence. Responds to inquiries and requests of a routine nature, or directs to responsible party for action.

Acts as custodian of classified and unclassified office files, and maintains section reference library, as well as the office information resource library. Maintains and controls reading file for office. Maintains office schedules and time and attendance records, or acts as back-up for reporting of T&A. Monitors deadline dates for submission of reports and action related matter. Receives and escorts visitors and maintenance personnel within section.

Coordinate administrative arrangements for VIP visits, TDY visitors and special functions. Assist officers and TDY personnel with travel arrangements, visas and accommodations. Reviews travel vouchers for accuracy and tracks processing and payment. Prepares invitations, applies knowledge of protocol in managing processes and events, e.g. preparing guest lists, invitations, seating charts, proper forms of address, and representation vouchers.

Maintain office equipment, e.g. telephones, personal computers, photocopiers, fax machines, scanner and schedules repairs and/or preventive maintenance services. Provide basic software support such as archiving and use of office software including the Internet and Intranet. Controls office supply stock and re orders as necessary.

May be assigned additional related duties and responsibilities as required.

May be called upon to coordinate, or assist with, special projects, events or functions as directed. Assist other sections as needed.